



King County

Finance and

Business Operations Division

Procurement and Contract Services Section

Department of Executive Services

KING COUNTY PROCUREMENT AND CONTRACT SERVICES SECTION SMALL WORKS CONSTRUCTION ROSTER

In accordance with RCW 36.32.235 and 39.04.155 and King County Code 4.16.085, the King County Procurement and Contract Services Section is soliciting construction firms for inclusion on the King County Small Works Roster for public works projects. If you have a current contractor's license registered with the State of Washington, you are eligible to apply for enrollment on the roster. Firms currently on the County's list are not required to resubmit an application, unless changes have occurred.

Pursuant to state statutes, public works projects estimated to cost less than \$200,000 may be awarded using the Small Works Roster process. These projects are not advertised in the newspapers. Whenever possible, the County, by invitation, will seek bids from at least five separate contractors on an appropriate roster. Once a contractor on a roster has been offered an opportunity to submit a bid, that contractor shall not be offered another opportunity to submit a bid for any other contract utilizing that same roster until all other contractors thereon have been afforded an opportunity to submit a bid.

A performance and payment bond for 100% of the total contract price is required for any project estimated to cost more than \$25,000, and an insurance certificate must be filed and approved before work begins. Bid bonds may not be required; however, other public works laws are applicable to these projects. The bidding period for the Small Works Roster is commonly shorter than advertised bidding periods.

Trade specialties are assigned based on the contractor's description of experience and availability. Contractors are encouraged to apply only for those trade specialties that they are able and willing to perform. Repeated non-response to roster solicitations is grounds for removal from the roster. For a listing of trade specialties utilized by the King County Small Works Roster, please review the roster materials on our website at <http://www.kingcounty.gov/operations/procurement.aspx>,

For questions regarding the Small Works Roster or to verify your enrollment status, contact Sien Sok at (206) 263-9330 or write to the Procurement and Contract Services Section, 401 Fifth Avenue., MS CNK-ES-0340, Seattle, WA. 98104. The application may also be downloaded from the King County Procurement website: <http://www.kingcounty.gov/operations/procurement.aspx>